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Report for Week Ending 9 May 1956
from
FORMS MANAGEMENT BRANCH

General Information

1. Obsolescence of Forms - Recent installation of National Cash Register remittance control machines in the Insurance Branch, Benefits and Casualty Division, has caused the use of the following forms to be discontinued: (Office of Personnel)

Form No.

Title

226	Record of Payments for Hospitalization and Life Insurance
276	Posting Card
276a	Daily Register (Life Insurance)
276b	Daily Register (Hospitalization)

25X1A9a

2. IAC-AHIP-WGIR - Inter-Agency Document Request, Form No. 755a - Agency requirements for this form have been recently received from the CIA Library. Basic production specifications have been developed and procurement action initiated to meet the needs of the Agency.

25X1A9a 3. Form Index - Machine Records Division has furnished a listing, as of 31 March 1956, of all forms used within the Agency. Corrections were made on those forms carrying redesignated numbers. These corrections were subsequently returned to Machine Records. The balance of the corrections covering the old numbered forms will be forwarded to Machine Records as promptly as possible.

25X1A9a 4. Forms Authorized for Field Use - The request from the Supply Division relative to supplies of forms to be cleared for overseas shipment to consists of 612 items. There are 164 remaining uncleared, 75 of which are presently being considered for clearance by the Office of the Comptroller.

25X1A6b

25X1A9a

Pending Projects

25X1A9a

25X1X4

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25X1X4

[REDACTED] Proof copies
of this form are presently being prepared for coordination with the OPI.

25X1C4a

2. [REDACTED] - This form is currently 25X1A9a
being revised from a two part carbon inter-leaved snapout set to two
part, top stub, NCR set.

Agency Wide

25X1A9a

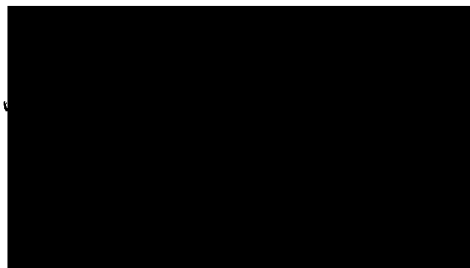
1. "Official Dispatch" Form No. 53; 53a; 53b; 53c [REDACTED] - Final
typed copies of these forms have been received. These will be coordina-
ted with offices primarily interested before being sent to the printer.
During coordination specifications will be prepared and be ready to go
to Procurement when coordination approval of the typed copies has been
received.

Type	PENDING ACTIONS SUMMARY			STOCK	TOTAL	9 May 1956
	DD/I	DD/P	DD/S			
New	2	7	5	-	14	
Revision	2	2	7	13	24	
Reprint	2	1	2	1	6	
Total	6	10	14	14	44	

Type	COMPLETED ACTIONS SUMMARY			STOCK	TOTAL	9 May 1956 Number of Copies
	DD/I	DD/P	DD/S			
New	2	-	1	1	4	30,200
Revision	1	-	2	3	6	168,800
Reprint	2	4	5	3	14	251,450
Total	5	4	8	7	24	450,450

Redesignated - 3
Obsolete - 7

25X1A9a



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